

# POSITION DESCRIPTION (Please Read Instructions on the Back)

<b>1. Agency Position No.</b> CNIC-STD-3					
<b>2. Reason for Submission</b> <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced) STANDARD MWR NAF PD					
<b>3. Service</b> <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field		<b>4. Employing Office Location</b>		<b>5. Duty Station</b>	
<b>7. Fair Labor Standards Act</b> <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		<b>8. Financial Statements Required</b> <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		<b>9. Subject to IA Action</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>10. Position Status</b> <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		<b>11. Position Is</b> <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		<b>12. Sensitivity</b> <input checked="" type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive	
<b>13. Competitive Level Code</b>					
<b>14. Agency Use</b>					
<b>15. Classified/Graded by</b>					
<b>Official Title of Position</b>					
<b>Pay Plan</b>					
<b>Occupational Code</b>					
<b>Grade</b>					
<b>Initials</b>					
<b>Date</b>					
<b>a. Office of Personnel Management</b>					
<b>b. Department, Agency or Establishment</b>					
<b>c. Second Level Review</b>					
CHILD & YOUTH PROGRAM ASSISTANT CY 1702 I 5N 7-18-08					
<b>d. First Level Review</b>					
<b>e. Recommended by Supervisor or Initiating Office</b>					
C&Y PROGRAM ASSISTANT INTERMEDIATE GSE 1702 03					
<b>16. Organizational Title of Position (if different from official title)</b>					
<b>17. Name of Employee (if vacant, specify)</b>					
<b>18. Department, Agency, or Establishment</b>					
<b>c. Third Subdivision</b>					
<b>a. First Subdivision</b>					
<b>d. Fourth Subdivision</b>					
<b>b. Second Subdivision</b>					
<b>e. Fifth Subdivision</b>					
<b>Signature of Employee (optional)</b>					
<b>19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.</b>					
<b>20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that</b>					
<b>a. Typed Name and Title of Immediate Supervisor</b>					
<b>b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)</b>					
<b>Signature</b>					
<b>Date</b>					
<b>Signature</b>					
<b>Date</b>					
<b>21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.</b>					
<b>Typed Name and Title of Official Taking Action</b>					
S. J. NEW					
<b>PRINCIPAL CLASSIFIER</b>					
<b>Signature</b>					
<b>Date</b>					
7-18-08					
<b>22. Position Classification Standards Used in Classifying/Grading Position</b>					
OPM PC GENERAL EDUCATION & TRNG SERIES GS 1702 TS-109 OCT 91					
<b>Information for Employees.</b> The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.					
<b>23. Position Review</b>					
<b>Initials</b>					
<b>Date</b>					
<b>Initials</b>					
<b>Date</b>					
<b>Initials</b>					
<b>Date</b>					
<b>Initials</b>					
<b>Date</b>					
<b>a. Employee (optional)</b>					
<b>b. Supervisor</b>					
<b>c. Classifier</b>					
<b>24. Remarks</b>					
<b>25. Description of Major Duties and Responsibilities (See Attached)</b>					

## **Child and Youth Program Assistant CY-1702-I (GSE-03)**

### **Introduction**

This is a Statement of Differences to the base position, Child and Youth (CY) Program Assistant, GS-1702-04. This position is the intermediate position leading to the base position.

The purpose of the CY Program Assistant is to provide appropriate developmental care and instruction for children and youth ranging in age from 6 weeks to 18 years in one or more CY programs.

The incumbent works under close direction of supervisor or other qualified higher graded employee who makes assignments of specific base tasks, provides detailed initial instructions and is available for guidance and advice on all aspects of work to be accomplished. Supervisor provides additional specific instructions for new, difficult, or unusual assignments including suggested work methods or advice on resource material available. Incumbent refers deviations, problems, and unfamiliar situations to supervisor.

### **Major Duties and Responsibilities**

The duties and responsibilities of the CY Program Assistant have been grouped into categories, including curriculum, indoor and outdoor environment, interactions and relationships, supervision of children and youth, parent and employee communication, assessment, compliance, and additional responsibilities. Each is described below.

#### **Curriculum**

- Assists in planning and coordinating activities for program participants, including group as well as individual activities.
- Implements daily schedules and activity plans to ensure age and/or stage appropriateness. Incorporates special instructions provided by parents such as special dietary needs, physical needs, or other information that may affect the child or youth's experience in the program. Assists children and youth with special projects and homework. Cares for special needs children and youth as directed by the supervisor.
- Promotes and models safety, fitness, health, and nutrition practices.
- Helps arrange for and/or serve appropriate snacks or meals where applicable.

#### **Indoor and Outdoor Environment**

- Helps prepare, arrange, and maintain indoor and outdoor activity areas and materials to accommodate daily schedule.
- Sets up displays and bulletin boards.
- Inventories equipment on a recurring basis and recommends replenishing damaged, missing, and depleted supplies.
- Secures supplies, equipment, and facilities.

### **Interactions and Relationships**

- Establishes a program environment that sustains participant interest and promotes positive interactions with other children, youth, and adults.
- Interacts with children and youth using approved child guidance and youth development techniques.

### **Supervision of Children and Youth**

- Provides care and supervision, oversight, and accountability for program participants in compliance with the Department of Defense (DoD), NAF Component, and local installation policies, guidance, and standards.
- Maintains control of and accounts for whereabouts and safety of children and youth ranging in age from 6 weeks to 18 years.
- Supervises children and youth during daily schedule of indoor and outdoor activities, on field trips, outings, and special events.
- Ensures children and youth (as applicable) depart with authorized person according to written parental instructions.
- Observes program participants for signs that may indicate illness, abuse, or neglect and reports as directed. Incumbent is a mandatory reporter to Family Advocacy and Child Protective Services as prescribed by local policy in the case of suspected incidences of child abuse and neglect.

### **Parent and Employee Communication**

- Interacts professionally with employees, parents, and local installation command personnel.
- Participates in conferences with parents and employees.

### **Assessment**

- Participates in program evaluation using designated instruments such as programmatic rating scales, risk assessment tools (as required), self-inspection materials, and national accreditation tools.

### **Compliance**

- Assists in achieving and maintaining DoD certification and national accreditation or equivalent.
- Ensures compliance with law, policies, and regulations applicable to DoD CY programs.
- Notifies supervisor of health, fire, and safety compliance concerns.

### **Additional Responsibilities**

- Completes all training requirements, including orientation, monthly, annual and the approved Department of the Navy (DoN) Standardized Module Training.
- Collects, maintains, and reports program participation data.
- Performs other related duties as assigned.

### **Classification Factors**

#### **Factor 1. Knowledge, Skills and Abilities Required by the Position**

- At least 18 years of age and a high school diploma or equivalent AND
- Six months experience working with children or youth in a child or youth setting
- AND completion of child abuse modules and modules 1-3 of the DoN Standardized Module Training.
- Knowledge of basic child and youth development principles as they relate to children and youth's physical, social, emotional and intellectual development.
- Ability to implement developmentally appropriate child and youth development principles and practices under immediate supervision to provide direct care, education and development for children and youth, individually or with groups of children and youth.
- Ability to interpret a curriculum or activity plan and follow written instructions.
- Ability to plan and organize work.
- Ability to follow verbal and written instructions.
- Ability to communicate effectively orally and in writing.
- Speak, read and write English.
- Ability to promote and foster effective working relationships with children and youth and co-workers.
- Ability to work cooperatively as a member of a team.
- Ability to obtain a food handler's card.
- Ability to obtain a driver's license if required
- Ability to obtain a Commercial Driver's License (CDL) if the position requires the incumbent to transport children.
- Ability to favorably pass a pre-employment physical, provide evidence of immunization and be free from communicable disease.
- Ability to satisfactorily complete background checks IAW PL 101-647 to include a National Agency Check with Written Inquiries (NACI).

## **Factor 2. Supervisory Controls**

The supervisor provides assignments by indicating what is to be done, limitations, quality and quantity expected, deadlines, and priority of assignments. The supervisor provides additional specific instructions on new, difficult, or unusual assignments including suggested work methods or advice on resource material available. The employee uses initiative in carrying out recurring assignments independently without specific instruction, but refers deviations, problems, and unfamiliar situations to the supervisor. Work is reviewed for compliance with instructions, policies, and procedures and increases with new and unusual tasks.

## **Factor 3. Guidelines**

Specific, detailed guidelines covering all aspects of the assignment are provided to the employee. The employee works in strict adherence to guidelines, and deviations must be authorized by the supervisor.

## **Factor 4. Complexity**

The work consists of duties that involve clear-cut and directly related steps, processes, or methods. Work operations are routine and stable. Actions to be taken and responses to be made are readily discernible. The work is quickly mastered.

**Factor 5. Scope and Effect**

The work involves the performance of specific, routine operations that include a few separate tasks or procedures. The work product or service is required to facilitate the work of others; however, it has little impact beyond the immediate organizational unit or beyond the timely provision of limited services to others.

**Factor 6. Personnel Contacts**

The personal contacts are with employees within the immediate organization, or work unit and/or with members of the community serviced, such as parents, children and youth, and educators.

**Factor 7. Purpose of Contacts**

The purpose of contacts is to obtain, clarify, or give facts or information regardless of the nature of those facts (i.e., the facts or information may range from easily understood to highly technical).

**Factor 8. Physical Demands**

The work requires considerable walking, standing, bending, stooping and lifting up to 40 pounds. Activities may require incumbent to drive an automobile (to include driving a government vehicle while transporting children). However, most of the work is done in classroom settings or activity areas, and no special, physical demands are made upon the incumbent.

**Factor 9. Work Environment**

The work environment involves everyday risks or discomforts that require normal safety precautions typical of a wide variety of child and youth activities, programs, and services, such as exposure to disease and injuries from lifting. Normal fire and safety precautions must be adhered to. Activities planned are conducted in a building or outside and are suitable for CY programs. The work area is adequately lighted, heated, and ventilated. The incumbent may be required to work uncommon tour of duty.